WEEKLY RESOURCE PLANNING FOR MAJOR PROJECTS

BCCL

Week of:	Project Name:	Prepared By:	Date:
			28.June-2024

1. Project Overview

Project Name	Project Manager	Location	Status

2. Activities and Tasks

Activity/Task	Description	Responsible Person	Start Date	End Date	Notes
[Activity/Task Name]	[Brief Description]	[Name]	[Start Date]	[End Date]	[Additional Notes]
Example: Site Clearing	Clear site for foundation preparation	John Doe	2024-07-01	2024-07-07	Coordinate with contractor

3. Material Requirements

Material	Quantity	Required Date	Delivery Date	Status	Notes
[Material Name]	[Quantity]	[Supplier Name]	[Delivery Date]	[Status]	[Additional Notes]
Example: Cement	50 bags	2024-07-01	2024-07-01	Ordered	Ensure storage on site

4. Equipment Requirements

Equipment	Quantity	Required Date	Delivery Date	Status	Notes
[Equipment Name]	[Quantity]	[Supplier Name]	[Delivery Date]	[Status]	[Additional Notes]
Example: Excavator	1	XYZ Rentals	2024-07-01	Confirmed	Ensure operator is available

5. Human Resources

Role	Name	Task/Responsibility	Notes
[Role/Position]	[Person's Name]	[Task/Responsibility]	[Additional Notes]
Example: Site Engineer	Jane Smith	Supervise site clearing	Coordinate with PM

6. Logistics and Transportation

Item	From	To	Transport Method	Delivery Date	Status	Notes
[Item Description]	[Origin]	[Destination]	[Transport Method]	[Delivery Date]	[Status]	[Additional Notes]

Example: Cement	ABC Supplies	Project Site	Truck	2024-07-01	Scheduled	Ensure site access is clear

7. Risk Management

Risk	Impact	Mitigation Plan	Responsible Person	Notes
[Risk Description]	[Impact Level]	[Mitigation Plan]	[Name]	[Additional Notes]
Example: Delayed Delivery	High	Confirm orders and follow up with suppliers regularly	John Doe	Monitor closely

8. Action Items and Deadlines

Action Item	Responsible Person	Deadline	Status	Notes
[Action Item]	[Name]	[Deadline]	[Status]	[Additional Notes]
Example: Order Materials	Jane Smith	2024-06-30	In Progress	Confirm quantities

9. Meeting Notes and Decisions

Date	Notes/Decisions	Responsible Person	Follow-Up Date	Notes
[Date]	[Summary of Decisions and Notes]	[Name]	[Follow-Up Date]	[Additional Notes]
Example: 2024-06-30	Confirmed material orders, scheduled equipment delivery	Jane Smith	2024-07-01	Ensure storage is prepared